

अण्डमान तथा
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असाधारण

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ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

NOTIFICATION

Port Blair, dated the 19th August, 2014.

No.112/2014/F.No.2-4/Estt./Jail/2008/PF.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Govt. of India, Ministry of Home Affairs, New Delhi and Notification No.14/3/60-ANL dated 11th April, 1960, and in partial modification of Administration's Notification No. 116 of 2010 dated 10th June, 2010, the Lieutenant Governor (Administrator), Andaman & Nicobar Islands, hereby makes the following Rules regulating the method of recruitment to the post of **Multi Tasking Staff** (Group 'C', Non-Gazetted, Non-Ministerial) in the Andaman and Nicobar Prison Department, District Jail, Prothrapur, Andaman and Nicobar Administration, namely :-

1. Short Title and Commencement :

- (i) These Rules may be called the Andaman and Nicobar Islands (Sub-Ordinate Service in the Jail Department) Recruitment Rules, 2014.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of Posts, Classification and Scale of Pay :

The number of said posts, its classification and the scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule annexed to these Rules.

3. Method of Recruitment, Age Limit and Other Qualifications etc. :

The method of recruitment to the said posts, age limit, qualifications and other matters relating to the posts shall be as specified in paras 5 to 14 of the said Schedule.

4. Disqualification : No person —

- i) Who has entered into or contracted a marriage with a person having spouse living; or
- ii) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor (Administrator), Andaman & Nicobar Islands, may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of this Rule.

5. Powers to Relax :

Where the Lieutenant Governor (Administrator), Andaman & Nicobar Islands is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving :

Nothing in these Rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

By order and in the name of the Lieutenant Governor,
Andaman and Nicobar islands.

Sd./-
(Rizwanullah)
Deputy Secretary (Jail)

SCHEDULE**RECRUITMENT RULES FOR THE POST OF MULTI TASKING STAFF**

1	Name of the post	MULTI TASKING STAFF
2	Number of posts	08 (Eight)* 2014 *Subject to variation dependent upon workload
3	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4	Pay Band and Grade Pay / Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 1800
5	Whether Selection or Non-Selection post ?	Not applicable
6	Age limit for direct recruits	18-33 years for Male 18-38 years for Female (In case of recruitment made through the Employment Exchange, the crucial date of determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names)
7	Educational qualifications required for direct recruits	<u>Essential</u> :- 1. Must have passed X th Std. from any recognized Board/Institution. 2. Should qualify the Written / Trade Test conducted by the department. <u>Desirable</u> :- 1. Knowledge of Hindi 2. Basic Refresher Course in Home Guard or experience in Home Guard 3. Ability to ride Bicycle 4. Ability to stitch Files/ Records and its maintenance
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9	Period of probation, if any	2 (Two) years
10	Method of recruitment, whether by direct recruitment or by deputation or transfer and percentage of vacancy to be filled by various methods	100% by direct recruitment

11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable`
12	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for Confirmation) consisting of :</u> 1. I.G. (Prisons) - Chairman 2. Deputy Secretary (Jail) - Member 3. Supdt., Distt. Jail - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure to the Schedule

DUTIES AND RESPONSIBILITIES OF MULTI TASKING STAFF

1. Those who were appointed erstwhile Group "D" posts prior to implementation of VI CPC recommendations, shall continue to discharge their duties attached to such posts without any prejudice.
2. He/She should attend the office 30 minutes before commencement of his/her actual duty hour.
3. As soon as he/she comes to office, he/she should open the doors and windows unless there are instructions to the contrary. He/She should dust the office tables, chairs, almirahs, windows, books shelves, file cabinets and other furnitures and keep the office rooms and verandah etc. neat and clean.
4. Physical maintainance of Records and Record Room.
5. General cleanliness & upkeeping of the Slection/Unit.
6. Carrying of files & other papers within the building.
7. Photocopying, sending of FAX etc.
8. Other non-clerical work in the Section/Unit.
9. Assisting in routine office work like diary.
10. Delivery of dak (outside the building).
11. Watch & Ward duties.
12. Opening & closing of rooms.
13. Cleaning & closing of rooms.
14. Dusting of furnitures etc.
15. Cleaning of building, fixtures etc.
16. Work related to his ITI qualification, if it exists.
17. Driving of vehicles, if in possession of valid driving license.
18. Upkeep of parks, lawns, potted plants etc.
19. He/She should remove all waste papers and materials as directed by the Officer.
20. He/She should not leave the office without permission of Section Officer/Officer-in-Charge under whom he/she works.
21. If, he attached to an Officer, he/she should not leave the office before ther Officer has left or until he permitted by the Officer concerned to leave early.
22. Before leaving the office, he/she should switch-of all lights and fans and other electrical appliances and close the doors and windows.
23. He/She should fill-up the water jug, bucket etc. every morning and supply of water to the Officer or staff as and whenever required.
24. He/She should have la general idea about arrangement for receipt of local and postal dak.

25. He/She should know the priority involved in the movement of papers marked "Immediate" and "Priority" and act accordingly.
26. He/She should know the location of :
 - (i) All important offices such as offices of Head of the Departments, offices of Head of Offices/Institutions and the Central Government Offices etc.
 - (ii) Residence of Officers and carry dak to the offices/official concerned whenever required.
27. He/She should not disclose the content of dak sent through him to any concerned and delivered to the correct and right person.
28. He/She should not use the Bicycle/Motorcycle provided to him by office for other than office work and should not undertake any repair without any approval of his superiors.
29. He/She should know the description of stationery articles and various kinds of forms used in the offices.
30. He/She should be polite and respectful towards all Officers and staff.
31. He/She should be punctual in attendance.
32. He/She must be responsible to maintain accounts for cleaning materials supplied to him/her.
33. To operate and maintain the duplicating machine/ xerox machine/ digital printer properly.
34. To be responsible for proper maintenance of records in Section/ Office.
35. To trace out old files/ records as may be required by any member of the staff in the Section and Office.
36. To stitch/ mend files/ records/ vouchers etc. whenever necessary.
37. To keep proper account of the articles of furnitures/ electrical and electronics items available in the Section/ Office and any items is removed by the other Section for any specific purpose, he should ensure the same is received back in the Section/ Office and kept at proper place.
38. Any other work assigned by the Section Officer/ Officer-in-Charge or any superior authority.